

11.0 JIT/LVA/Blanket - Release Focus Team

Scope: To determine and prioritize functional requirements for the JIT/LVA/Blanket process. Also to identify management issues and recommend interfaces and screens.

Team Members: Florence Serna, JoAnn Sandoval, Ben Gurule, Robin Gurule, Adrienne Borrego, Merrell Nelson, and Nancy Arendt

Primary Requirements:

- Ordering Function
- Inventory Management
- BUS Recharge Activities
- Catalog
- Receiving
- Training
- File Maintenance
- Capital Equipment and Property through JIT (for catalog items)
- ESH Lab-Wide Automated Chemical Inventory System (ACIS)
- Tracking
- Searching
- Reporting
- Notifying
- Invoicing
- Interfacing
- Sample Screens

Note: The above functions do not include any system support features for acquisition planning, or negotiations for contract award. These functions begin at the point-in-time at which vendors are issued orders.

Interfaces:

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Management Issues, Decisions, and Recommendations:

- We recommend that our proposed requirements be considered for all types of procurement because we believe our system can accommodate all types of purchase orders (but not subcontracts). Our system already processes 76% of all purchase transactions.
- Single barcode labels could be provided to vendors because approximately 62% of all orders are completed with a single shipment.
- Our proposed requirements will require communications and equipment for connectivity to TIPS (we recommend that we use LANL excess equipment and software as GFP for vendors lacking their own equipment).
- BUS-4 should be involved in the design phase of the online catalog.
- Funding should be committed as orders are placed (daily vouchers).
- Funding for blanket orders should not be committed.
- The system should obligate funding and advise buyers when funding is at a critical level.
- Involve JCI personnel in the TIPS project in regard to the Work Order System.
- We strongly recommend that the new Support Service Contractor use JIT Subcontracts as the first choice for acquisition of supplies and materials or there would be negative impacts on the entire JIT Program.
- The Purchase Card Focus Team should also review purchasing and receiving procedures that would help alleviate reconciliation problems (please note the high number of purchase card releases and receipts that require special handling by multiple operations).
- Program codes are listed in both the PAID and Stores Systems. The new TIPS system should have a master record for all functions.
- The system should be able to maintain and implement procurement holds.
- Multi-line item and back order capabilities on JIT will have a major impact on the order processing, order filling, and barcode receiving, invoicing, and delivery processes. We strongly recommend that a working forum be held with JIT vendors to assess the operational changes and to define solutions to the barcode scanning operation.
- Multi-dimensional or portable data file (PDF) barcodes are potential solutions for recording the line item details of incoming materials. The existing barcode scanners and readers used by the vendors and BUS-4 will not support this requirement. It should be realized that implementing this technology will require a significant investment in software design and new hardware.

Management Issues, Decisions, and Recommendations, Continued

- This system currently processes recharge activities for Packaging and Transportation that equate to 1,600 transactions per month. This illustrates that not all transactions have to be JIT contracts to use the JIT/SMART/Stores System. Therefore, we recommend that all recharge activities use the JIT/SMART/Stores System pending implementation of TIPS.
- TIPS should be able to route incoming purchase requests to the most efficient sources of supply, i.e., JIT, LVAs, BOAs, etc.

ACIS Requirements For Tips

The ESH Lab-Wide Automated Chemical Inventory System (ACIS) will require that the procurement system continue to provide data on chemical acquisitions made on PR s, Blanket Orders, JIT, and Stores. Additional data fields pertaining to the end user and end-user location of the chemical must be included in the data file provided to ACIS. As a new requirement ACIS must also be provided data on chemical acquisitions made on LVAs. Additionally, JIT vendors must be provided a means of recording the ACIS bar-code label as purchases are made.

The procurement system should:

- Provide a data file for ACIS (ESH will provide current data elements)
- Create a data file of Gas Facility stock issues from the BUS inventory management system (currently STORES)
- Create a data file of Gas Facility PR receipts for ACIS add end user name and Z# to the order placement screens and data file for ACIS add end user TA, Building, and Room location to the order placement screens and data file for ACIS
- Continue validation of the SAS chemical purchasing authority
- Require a commodity code for all chemicals on a line item basis (FSC Group 68, FSC Classes 10, 30, 40, 50, etc.)
- Provide a Chemical Identifier table of valid id's for procurement staff (provided by ESH)
- Require the input of the appropriate chemical identifier on all requisitions
- Notify ACIS of chemical material returns
- Advance the Gas Facility's gas container bar-code data collection program to accommodate the new ACIS requirements and gas container tracking
- Provide an ACIS bar-code label data field on the JIT order placement and maintenance screens
- Read the CHEAPER surplus chemicals table during order placement, if a match is made display a message identifying the option of obtaining the product through the EM Chemical exchange program

Recommendations:

- JCI's FMS should be enhanced to provided chemical purchase data to ACIS
- Determine if SCIENTEK, DOE's subcontractor analyzing chemicals tracking will recommend another chemical inventory system to replace ACIS
- Follow up on EM study of DYNAMAC's chemical pharmacy proposal
- Obtain additional information on other contractor's chemical purchasing operations
- Establish a process for ESH to monitor chemical items added to the JIT catalog
- A team of ESH, BUS-4, and BUS-7 personnel should evaluate the Gas Facility's bar-code operation to determine if all the current processes are still required and identify new processes to facilitate deliveries, returns, and other gas container tracking needs.

Requirements for Capital Equipment and Property Ordered Through JIT

A capital equipment flag for capital equipment items purchased through JIT vendors would be put into the system by the JIT vendors when any new item with a cost greater than or equal to \$5,000.00 is added to the online catalog. The system should prompt the vendors to help them to determine whether the capital equipment flag should be Y or N. The system should ask the following questions:

Is this item software?	Y/N	If Y, then the capital equipment flag = N
		If N, go to the next question
Is this a bundled system?	Y/N	If N, go to the next question
		If Y, then ask:
		Is the cost of the main unit or CPU \geq \$5,000.00
		If Y, capital equipment flag = Y
		If N, capital equipment flag = N
Is this a standalone piece of equipment w/a service life > 2 years?		If Y, capital equipment flag = Y If N, capital equipment flag = N

BUS-1 Property Accounting should review all additions to the catalog for items costing \$5,000 or greater to ensure that the correct determination was made by the vendor.

On all items with a capital equipment flag of Y, the system needs to require a valid program code that can be used for capital equipment purchases. This can be done by adding a field on FMIS that would indicate whether a certain program code can be used to purchase capital equipment. If this field cannot be added to FMIS, the system could require a program that starts with P3**, P5**, or R, S, or T and exceptions would have to be handled another way.

All capital equipment and construction codes must be approved for funding by BUS-2.

The system should tie into PAIRS and FMIS to add cost to capital equipment items.

When items with a property number flag of Y on the JIT catalog are ordered, the system should assign a barcode upfront. When the item is received, receiving would generate the predetermined number and apply it to the item. The barcode and relevant information, including the FSC code, would be fed to PAIRS.

Ordering Screen

TOTAL INTEGRATED PROCUREMENT SYSTEM				
ORDERING SCREEN				
ADD CHANGE DELETE VIEW OPTIONS WINDOW				
<div style="display: flex; justify-content: space-between;"> <div> <p>OK</p> <p>CANCEL</p> </div> <div> <p>REQUESTER: 104184 MONICA ORTIZ</p> <p>DDP____</p> <p>Part Number: _____</p> <p>Vendor: _____</p> <p>Description: _____</p> <p>Item Status: _____</p> <p>Qty: _____</p> <p>Unit Price: _____</p> <p>Ext Price: _____</p> <p>Qty_____</p> <p>Z#_____</p> <p>_____</p> </div> <div> <p><input type="radio"/> Alternate cost information</p> <p><input type="radio"/> Alternate delivery location Bldg_____ TA_____</p> <p><input type="radio"/> Special Instructions</p> <p><input type="radio"/> Substitutes</p> <p><input type="radio"/> Partial (Y) Minimum</p> <p><input type="radio"/> QA</p> <p><input type="radio"/> Requester Pickup</p> <p><input type="radio"/> RDD From_____ To</p> <p><input type="radio"/> Special Charge</p> </div> </div> <p style="text-align: center; margin-top: 20px;">EXIT</p>				
MR#	Part #	Description	Qty	Price
SER021234560001 T	AVE87U76	Paper clip, 1/2 inch	3 box	\$5.29

Screen Description

This screen will allow the user read and write access controlled by EAS authority.

All users will have the following authority;

- identify, modify and view their orders;
- view and modify their customer profile;
- enter QA, special and handling instructions;
- place an order for another person,
- change the cost and delivery information for a order without updating their customer profile;
- view and modify multiple orders as they are being placed;
- view catalog from the VIEW option or by double clicking on the part # or the description fields

BUS and Vendors will have the above authority as well as the capability to write to the catalog.

This screen will also display warning or information messages.

VIEW
Catalog
Customer Profile
Requester Pickup
SAS
FMIS
Vendor Information
Review Orders
Special Instructions

Special Instruction Screens

TOTAL INTEGRATED PROCUREMENT SYSTEM						
SPECIAL INSTRUCTIONS						
ADD	CHANGE	DELETE	VIEW	OPTIONS	WINDOW	
OK CANCEL						
Special Instructions _____						

EXIT						

This screen will allow customer to identify and modify;

- special instructions; and
- cutting information

Quality Assurance Screen

TOTAL INTEGRATED PROCUREMENT SYSTEM		
QUALITY ASSURANCE		
ADD	CHANGE	DELETE VIEW OPTIONS WINDOW
OK CANCEL		
	CODE	DESCRIPTION
O	RIT	Receiving Inspection
O	C of C	Certificate of Conformance
O	CMTR	Material Test Report
O	CPT	Certificate of Proof Test
O	MSDS	Material Safety Data Sheet
O	Special	Other
EXIT		

This screen will be used to:

Identify and edit quality assurance requirements.

Special Charges Screen

TOTAL INTEGRATED PROCUREMENT SYSTEM					
SPECIAL CHARGES					
ADD	CHANGE	DELETE	VIEW	OPTIONS	WINDOW
OK CANCEL					
MR NUMBER: _____		VENDOR: _____			
CHARGE CODE: _____					
T DESCRIPTION: _____					
DATE: _____		INVOICE #: _____		AMOUNT: _____	
CREDIT: _____					
COST CODE: _____		PROG CODE: _____		COST ACCT: _____	
JOB: _____				WK PKG: _____	
DETAILS					
NEXT EXIT					

Customers will have the following access:

- view special charges
- click on detail and view details of the special charge

Vendors and BUS will have the above authority as well as the ability to create and edit special charges.

Requester Pickup Screen

TOTAL INTEGRATED PROCUREMENT SYSTEM								
REQUESTER PICKUP								
ADD	CHANGE	DELETE	VIEW	OPTIONS	WINDOW			
OK CANCEL								
<input type="radio"/> HOLD FOR PICKUP AT CSC								
<input type="radio"/> CUSTOMER PICKUP AT VENDOR SITE								
EXIT								

Customer will be able to:

- place an order and pick it up at the Customer Service Center
- place an order and pick it up at the vendor site

Review Orders Screen

TOTAL INTEGRATED PROCUREMENT SYSTEM						
REVIEW ORDERS						
VIEW PRINT OPTIONS WINDOW						
<div style="margin-bottom: 20px;"> OK CANCEL </div> <div> <input type="radio"/> BY ORDER NUMBER: _____ <input type="radio"/> BY Z NUMBER: _____ <input type="radio"/> BY COST CODE: _____ AND/OR PROG CODE: _____ <input type="radio"/> OPEN ORDERS <input type="radio"/> COMPLETED ORDERS <input type="radio"/> ALL ORDERS <input type="radio"/> BY DATE: START: _____ END: _____ <input type="radio"/> BY VENDOR: _____ </div>						
MR #	Part#	Description	Qty	Dollars	Due Date	
SER011234560001	ACK98I7U	PAPER CLIP 1/2 INCH	10 BX	\$5.20	2/29/96	

DETAILS

This screen will allow vendors and customers to;

- use multiple search parameters (search all AVF02 open orders for 104184, 7B57 for the month of JAN)
- view status of orders (vendors will have access to their contracts only)
- view order information;
- print capabilities;
- click on DETAILS to view order detail; and
- sort by ascending or descending order.

TOTAL INTEGRATED PROCUREMENT SYSTEM				
REVIEW ORDER DETAIL				
VIEW	PRINT	OPTIONS	WINDOW	
<div style="display: flex; justify-content: space-between;"> ORDERER NAME:_____ DATE/TIME: _____ ORDER STATUS:_____ </div> <div style="display: flex; justify-content: space-between;"> REQUESTER NAME:_____ </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> MR NUMBER: _____ DUE DATE: _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> PART #:_____ ITEM STATUS:_____ </div> <div style="display: flex; justify-content: space-between;"> PROPERTY #: _____ </div> <div style="margin-top: 10px;"> DESCRIPTION:_____ <div style="border-bottom: 1px solid black; height: 10px; margin-top: 2px;"></div> <div style="border-bottom: 1px solid black; height: 10px; margin-top: 2px;"></div> <div style="border-bottom: 1px solid black; height: 10px; margin-top: 2px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> QUANTITY:_____ UNIT PRICE:_____ </div> <div style="display: flex; justify-content: space-between;"> EXT PRICE:_____ </div> <div style="margin-top: 10px;"> VENDOR:_____ </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> COST CODE:_____ PROG CODE:_____ COST ACCT:_____ WK PKG:_____ JOB:_____ </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> RECEIVED BY: _____ DATE/TIME:_____ </div> <div style="display: flex; justify-content: space-between;"> DELIVERED BY : _____ DATE/TIME:_____ PCS:_____ WT:_____ </div> <div style="display: flex; justify-content: space-between;"> DELIVERED TO : TA:_____ BLDG:_____ DDP:_____ ROUTE:_____ </div> <div style="text-align: center; margin-top: 20px;"> EXIT </div>				

Will provide vendors and customers with:

- detailed order information;
- detailed delivery information; and
- detailed financial information

TOTAL INTEGRATED PROCUREMENT SYSTEM			
CATALOG QUERY			
VIEW	PRINT	OPTIONS	WINDOW